

## Message Text

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ORIGIN SS-15

INFO OCT-01 ISO-00 NSC-05 SSO-00 NSCE-00 OPR-02 A-01 SY-05

OC-05 CCO-00 USSS-00 EUR-12 OIC-02 /048 R

DRAFTED BY S/S-S:PEBARBIAN:KG

APPROVED BY S/S:SSPRINGSTEEN

S/S-S:REWOODS

S/S-EX:JMORAN

S/S-O: RKUCHEL

S: DGOMPert

----- 101620

O 121516Z MAY 75

FM SECSTATE WASHDC

TO AMEMBASSY BONN IMMEDIATE

AMEMBASSY ANKARA IMMEDIATE

AMEMBASSY VIENNA IMMEDIATE

AMEMBASSY PARIS IMMEDIATE

INFO USMISSION OECD PARIS IMMEDIATE

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E.O. 11652: N/A

TAGS: OVIP (KISSINGER, HENRY A.)

SUBJECT: SECRETARY'S VISIT: OVERALL SECRETARIAT REQUIREMENTS

THE PRIMARY SECRETARIAT (S/S) FUNCTION IS TO PROVIDE INFORMATIONAL SUPPORT FOR THE SECRETARY AND HIS STAFF. IT ACTS AS THE CLEARING HOUSE FOR THE SECRETARY'S CABLE

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TRAFFIC (REQUIREMENTS IN THIS REGARD ARE OUTLINED IN SEPTTEL). OTHER S/S RESPONSIBILITIES INCLUDE SCHEDULING, PREPARATION OF BRIEFING MATERIALS FOR THE SECRETARY AND COORDINATING ACTIVITIES OF THE PARTY:

1. PERSONNEL: EXECUTIVE SECRETARIAT TEAM OF FSO PAUL BARBIAN AND SECRETARY MICHELLE LEVERING WILL ARRIVE ABOARD THE SECRETARY'S AIRCRAFT. AN S/S ADVANCE TEAM WILL PRECEDE THE SECRETARY'S ARRIVAL. NAMES AND ARRIVAL TIME WILL BE CABLED LATER.

2. ADVANCE TEAM: THE ADVANCE TEAM FUNCTION IS TO INSURE THAT ALL REQUIREMENTS FOR THE SECRETARY'S VISIT ARE BEING MET. STARTING WITH THE ADVANCE TEAM'S ARRIVAL S/S SHOULD BE ASSISTED FULL TIME BY AN S/S LIAISON OFFICER. PLEASE CABLE NAME OF LIAISON OFFICER, WHO SHOULD MEET ADVANCE TEAM ON ARRIVAL. A FILE OF ALL MESSAGES THE POST HAS RECEIVED RELATED TO THE TRIP SHOULD BE AVAILABLE TO S/S UPON ARRIVAL OF THE ADVANCE TEAM. THIS IS MOST EASILY DONE BY ASKING THE C&R TO SLOT EACH CABLE ON THE VISIT FOR S/S.

3. SCHEDULING:

A. THE SECRETARY WISHES TO DEFER TO THE EXTENT POSSIBLE TO HIS HOSTS' SUGGESTIONS AND JUDGMENT ON HIS VISIT SCHEDULE. WITHOUT PRESSING HOST GOVERNMENTS, POSTS SHOULD REPORT SCHEDULING INFORMATION AND SUGGESTIONS AS THEY BECOME AVAILABLE.

B. THE FOLLOWING INFORMATION IS PARTICULARLY USEFUL, THOUGH POSTS SHOULD BE PATIENT IN OBTAINING IT:

- 1. TIME AND LOCATION OF PROPOSED MEETINGS AND OTHER EVENTS, INCLUDING SUGGESTED PARTICIPANTS ON BOTH SIDES.

2. ANTICIPATED PRESS ARRANGEMENTS AND COVERAGE FOR ALL EVENTS, INCLUDING ARRIVAL AND DEPARTURE

C. APPROXIMATELY 36 HOURS BEFORE SECRETARY'S ETA,  
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POSTS SHOULD RECAP ALL SCHEDULING INFORMATION BY IMMEDIATE CABLE TO THE SECRETARY'S PARTY.

4. MISCELLANEOUS ARRANGEMENTS:

A. PLEASE FURNISH DRAFT THANK-YOU NOTES FROM THE SECRETARY TO APPROPRIATE OFFICIALS TO S/S ADVANCE TEAM ON ARRIVAL. USUALLY THESE NOTES ARE TO THE PRIME MINISTER AND FOREIGN MINISTER.

B. LIAISON OFFICER SHOULD CONFIRM IN ADVANCE ARRANGEMENTS FOR TICKERS AND NEWSPAPERS (SEE FOLLOWING):

C. ENGLISH-LANGUAGE TICKER SERVICE SUCH AS UPI,  
AP OR REUTERS NEEDED ON 24-HOUR BASIS. TEN PACKAGES OF  
CAREFULLY SELECTED SUBSTANTIVE ITEMS SHOULD BE DELIVERED

TO S/S BY 0600 EACH MORNING AND AT TWO-HOUR INTERVALS  
THEREAFTER UNTIL 2400. POST SHOULD TRY TO ARRANGE FOR  
MACHINE TO RUN UNATTENDED BETWEEN 2300 AND 0500.  
PACKAGES SHOULD CONTAIN THE BEST OF THE AVAILABLE  
ARTICLES ON A GIVEN SUBJECT. PERSON ASSIGNED TO  
SUPERVISE CULLING OF TICKER ITEMS SHOULD CONFER WITH  
THE FIRST SECRETARIAT OFFICER TO ARRIVE IN ORDER TO  
ASSURE COMPLETE AGREEMENT ON PROCEDURES. TEN COPIES  
OF ENGLISH-LANGUAGE NEWSPAPER AND TEN COPIES OF USIS  
WIRELESS FILE SHOULD BE MADE AVAILABLE TO S/S BY 0600.

5. ATTENTION IS DRAWN TO S/S REQUIREMENTS FOR DUTY  
SECRETARIES AND COURIERS OUTLINED IN ADMIN CABLE.

KISSINGER

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## Message Attributes

**Automatic Decaptioning:** X  
**Capture Date:** 01 JAN 1994  
**Channel Indicators:** n/a  
**Current Classification:** UNCLASSIFIED  
**Concepts:** n/a  
**Control Number:** n/a  
**Copy:** SINGLE  
**Draft Date:** 12 MAY 1975  
**Decaption Date:** 01 JAN 1960  
**Decaption Note:**  
**Disposition Action:** RELEASED  
**Disposition Approved on Date:**  
**Disposition Authority:** MorefiRH  
**Disposition Case Number:** n/a  
**Disposition Comment:** 25 YEAR REVIEW  
**Disposition Date:** 28 MAY 2004  
**Disposition Event:**  
**Disposition History:** n/a  
**Disposition Reason:**  
**Disposition Remarks:**  
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**Drafter:** S:PEBARBIAN:KG  
**Enclosure:** n/a  
**Executive Order:** N/A  
**Errors:** N/A  
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**Previous Handling Restrictions:** n/a  
**Reference:** n/a  
**Review Action:** RELEASED, APPROVED  
**Review Authority:** MorefiRH  
**Review Comment:** n/a  
**Review Content Flags:**  
**Review Date:** 08 APR 2003  
**Review Event:**  
**Review Exemptions:** n/a  
**Review History:** RELEASED <08 APR 2003 by ElyME>; APPROVED <21 MAY 2003 by MorefiRH>  
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**Review Release Event:** n/a  
**Review Transfer Date:**  
**Review Withdrawn Fields:** n/a  
**Secure:** OPEN  
**Status:** NATIVE  
**Subject:** SECRETARY'S VISIT: OVERALL SECRETARIAT REQUIRE- MENTS  
**TAGS:** OVIP, (KISSINGER, HENRY A)  
**To:** BONN MULTIPLE  
**Type:** TE  
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